



# ***Introduction to the Improved Awards Processing System (iAPS)***

***Updated as of 14 Jan 08***

**Military Awards Branch, Manpower & Reserve Affairs  
Headquarters, U.S. Marine Corps**



# The Existing System

- Awards Processing System (APS)
  - Designed in late '90's with Lotus Notes
  - In use since 2000
  - Works, but needed improvements
    - Emailed links created a management problem
    - About 30,000 inactive awards in APS today that haven't been accessed in a year or more
    - No ability for unit adjutants to track progress of awards



# Introduction to iAPS

- What does the “i” stand for in Improved Awards Processing System
  - Improved user interface
  - No email links required
  - Completely web based
  - Accountability of awards
  - Unit administrators now have a role and ability to track and route awards
  - Easy reporting tools for questions regarding awards
  - Increased ties to MCTFS “gold source data”
- Anticipated result
  - Reduced errors
  - Reduced processing time



# Bandwidth Considerations

- iAPS Development process included an in depth bandwidth/application analysis to ensure that forward deployed users with limited bandwidth can process awards successfully
  - Image & Graphic usage is extremely limited in the application
  - Most frequently accessed information is “cached” in server memory to minimize application processing time
  - All filters and search queries were optimized and tuned to reduce processing time
  - Asynchronous JavaScript & XML (AJAX) coding used throughout the application which allows small bits of information to be sent to the end user rather than reloading full pages



# iAPS Model

- Managing Users

- Every Bn/Sqdrn unit and above will have at least one unit awards administrator (no maximum restrictions)
- Every user in iAPS will be associated with a unit
- Unit administrators manage permissions for each user in their unit
- Users can change their unit on their own
- HQMC manages awarding authority permissions

- Managing Awards

- Awards are created, reviewed, & endorsed and then forwarded to higher unit for action
- Each unit is autonomous, so award can be routed through any command structure (1<sup>st</sup> Bn 1<sup>st</sup> MAR sends to RCT 2, then sends to 1<sup>st</sup> MARDIV, then sends to II MEF, MARFORCOM, & HQMC)
- Originating unit can maintain visibility on award progress



# iAPS - User Roles

- Preparer:** Can only create draft awards and forward them to associated originators
- Originator :** By default all Officers will have Originator permissions to submit awards
- Endorser:** User(s) that are in the official chain of command of an award and must officially "endorse" an award recommendation (Company Commander, Battalion Commander, etc...)
- Reviewer:** User(s) that are NOT in the official chain of command, but may still have input on an award recommendation. (1stSgt, SgtMaj, XO, etc...)
- Unit Admin:** User(s) that are responsible for checking the accuracy and timeliness of processing of awards. Most likely they are the Adjutant or the Admin section of the unit. They also manage all local iAPS permission issues
- Awarding Authority:** Only about 520 personnel within the USMC that have been given the authority to approve at least one type of personal award. Awarding Authorities are usually the Battalion/Squadron and higher level commands. HQMC Military Awards Branch (MMMA) manages these permissions.
- HQMC MMMA:** They can manage all permissions and process all awards submitted to HQMC
- Trusted Asst:** For General Officer's only (share the General's endorsing permissions)



# iAPS - User Interface

Manpower & Reserve Affairs

iAPS AWARD PROCESSING SYSTEM

Navigation  
Tabs

Welcome: [Redacted]

Sort awards  
by any  
column

CREATE AWARD

REPORTS

AWARDS BOARDS

MANAGE USERS

ARCHIVE

My Permissions

My Unit

Help

Logout

Filter &  
Search  
Tools

Page 1 of 1 Total Records : 16

	NOMINEE	P	HL	RANK	ORIG UNIT	AWD	STATUS	CREATED
1	<a href="#">BRADY, TERRANCE C</a>				HEADQUARTE...	NC	Originated	01/09/2008
2	<a href="#">DUARTE, MARTIN G</a>				HEADQUARTE...	BS	For Review	12/21/2007
3	<a href="#">ECK, LARRY R</a>				HEADQUARTE...	NC	For Signature	12/20/2007
4	<a href="#">FREUND, LEE W</a>				HEADQUARTE...	MM	For Signature	01/10/2008
5	<a href="#">FUENTES, JOHN V</a>		✓		MHG III ME...	MH	Completed	01/10/2008
6	<a href="#">HOUSAND JR, JOHN H</a>				HEADQUARTE...	NA	For Signature	01/09/2008
7	<a href="#">LANGFELDT, LANCE J</a>				HEADQUARTE...	CR	For Signature	12/20/2007
8	<a href="#">MULL, NICHOLAS W</a>				HEADQUARTE...	LV	Draft	01/09/2008
9	<a href="#">MULL, NICHOLAS W</a>				HEADQUARTE...	NA	Originated	01/04/2008
10	<a href="#">MULL, NICHOLAS W</a>		✓	1STLT	HEADQUARTE...	SS	Draft	01/11/2008
11	<a href="#">MULL, NICHOLAS W</a>	✓			HEADQUARTE...	NV	Draft	01/09/2008
12	<a href="#">SCOTT, ANNIE E</a>				HEADQUARTE...	MM	Originated	12/18/2007
13	<a href="#">SCOTT, ANNIE E</a>				HEADQUARTE...	NA	Originated	12/18/2007
14	<a href="#">SPATARO, JOSEPH P</a>				HEADQUARTE...	BS	For Signature	12/11/2007
15	<a href="#">STEIDL, KIRSTEN L</a>				HEADQUARTE...	CR	Originated	12/18/2007
16	<a href="#">WILL, ALAN B</a>				HEADQUARTE...	LM	Originated	12/18/2007

## Filter List

Also show cases previously processed at my unit: ☐

Nominee:

SSN:

Award: 

All Awards  
Medal of Honor  
Navy Cross  
Distinguished Service Med

Status: 

All Statuses  
Assigned to Originator  
Awarded  
Board Complete

From:  MM/DD/YYYY

To:  MM/DD/YYYY

Filter

Reset

Quick  
Filters to  
see items  
requiring  
your action

## Alerts

- 1 Posthumous award being processed
- 1 Silver Star award being processed

## Tasks

- 1 award pending review
- 4 awards pending endorsement



# Creating an Award

Manpower & Reserve Affairs

iAPS AWARD PROCESSING SYSTEM

Welcome: CHRISTOPHE J AABY

MY HOME

SUBMIT AWARD

REPORTS

AWARDING BOARDS

MANAGE USERS

My Roles

My Unit

Help

Logout

## Award Information & Criteria



Medal of Honor



Navy Cross



Distinguished Service Medal



Silver Star



Legion of Merit



Distinguished Flying Cross



Navy Marine Corps Medal



Bronze Star



Meritorious Service Medal



Air Medal



Navy and MC Commendation Medal



Navy & MC Achievement Medal



Combat Action Ribbon



Humanitarian Service Medal



Presidential Unit Citation



Navy Unit Citation



Meritorious Unit Citation



Outstanding Volunteer Service Medal



Outstanding Volunteer Service Medal

Limited info required to start submission process

Quick Access to Award Requirements

## Submit Award

Bronze Star w/ V

SSN:  OR Foreign ☐

Service: USMC

From:  MM/DD/YYYY

To:  MM/DD/YYYY

Submit

### Bronze Star

#### Authorization:

Executive Order (E.O.) 9419 of 4 February 1944 as modified by E.O. 11046 of 24 August 1962 and the Defense Authorization Act of 2001, Section 1133.

#### Eligibility:

(1) Awarded to any person who, while serving in any capacity with the Armed Forces of the United States, distinguishes himself/herself on or after 7 December 1941 by heroic or meritorious achievement or service, not involving participation in aerial flight.

(a) while engaged in an action against an enemy of the United States;

(b) while engaged in military operations involving conflict with an opposing foreign force; or



# Award Creation Cont'd

Manpower & Reserve Affairs

iAPS AWARD PROCESSING SYSTEM

Welcome: JOHN HARRY JR. HOUSAND

MY HOME CREATE AWARD REPORTS AWARDS BOARDS MANAGE USERS ARCHIVE My Permissions My Unit Help Logout

STEP 1: ORIGINATOR STEP 2: NOMINEE STEP 3: AWARD STEP 4: SUMMARY OF ACTION STEP 5: CITATION STEP 6: ROUTING

**Nominee:** The auto-populated info below is provided from personnel records. Please enter all other necessary information.\*

1. SSN:\* \*\*\*\*\*0740

2. DESIGN/NEC/MOS:\* 0602

3. Last Name:\* HOUSAND JR

3a. First Name:\* JOHN

3b. MI: H

4. Component:\* Active

5. Rank:\* CAPT

6. Warfare Designator (Navy use only):\* N/A

7. Nominee's Unit Identification Code (UIC):\* HEADQUARTERS USMC (R/U) M54000 [Change Unit](#)

Steps that walk through inputting award information

Pulls personal information directly from MCTFS

[Back](#) [Next](#)

[Save Draft](#) [Cancel](#)



# Award Routing

Manpower & Reserve Affairs

iAPS AWARD PROCESSING SYSTEM

Welcome: CHRISTOPHE J AABY

MY HOME

SUBMIT AWARD

REPORTS

AWARDING BOARDS

MANAGE USERS

My Roles

My Unit

Help

Logout

STEP 1: ORIGINATOR

STEP 2: NOMINEE

STEP 3: AWARD

STEP 4: SUMMARY OF ACTION

STEP 5: CITATION

STEP 6: ROUTING

**Routing:** Please identify the next person in your chain of command who must take action on this award. If you are unsure of who to route this award to, or the next person in your chain of command does not appear, choose "My Unit Admins".

To: ☒ Endorser

☐ Reviewer

☐ My Unit Awards Administrator

Routing options that allow awards to be sent to any endorser or review within the unit

Back

Next

Save Draft

Comment

Attach

SUBMIT RECOMMENDATION

Cancel

Easy options to save drafts or attach witness statements



# Electronic Awards Boards

iAPS AWARD PROCESSING SYSTEM

Welcome: CHRISTOPHE J AABY

MY HOME

SUBMIT AWARD

REPORTS

AWARDING BOARDS

MANAGE USERS

My Roles

My Unit

Help

Logout

Assign Board Member

Delete Board

Users: ABRAHAM, PETER FREDERICK

Submit

Reset

Electronic boards are not required, but can be created by any unit to allow users to vote on awards

Board Name : 1/8 COMBAT AWARDS BOARD

UIC: M11111

Total Members : 2

Create Date : NOV-21-2007 11:09:56

Created By : AABY, CHRISTOPHE E

BOARD MEMBERS

CASES ASSOCIATED

## Board Members

S.NO	NAME	UIC	MEMBER SINCE	CREATED BY
1.	<input checked="" type="checkbox"/> ABBOTT, ROBERT SCOTT	M11111	NOV-21-2007 11:10:10	AABY, CHRISTOPHE E
2.	<input checked="" type="checkbox"/> ABEL, THOMAS CHRISTOPHER	M11111	NOV-21-2007 11:10:10	AABY, CHRISTOPHE E



# Reviewers & Endorsers Actions

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iAPS AWARD PROCESSING SYSTEM

Welcome: LESTER B ABANTO

MY HOME ARCHIVE

My Roles My Unit Help Logout

Approve Award Return to Unit Awards Admin Assign to Reviewer Sign and Forward to Endorser

Award: Medal of Honor

Combat V: ☐ Y ☒ N

Ext. Heroism: ☐ Y ☒ N

Comments:

Submit

Nominee: HOUSAND JR, JOHN H  
Recommendation: MH - Medal of Honor  
Status: [For Signature](#)  
For Action: [GYSGT.ABANTO](#)

Generate PDF / SOA

AWARD INFO

SUMMARY OF ACTION

CITATION

REVIEWS

BOARD INFO

ATTACHMENTS

HISTORY & COMMENTS

Award Info

Originator

1. From: null

2. To:

3. Name: h1, h1 O

4. Grade: O2

5. Title: M&RA HQ Admin

Endorser & Reviewers can review each section of the award, make comments, select a recommended award and forward to appropriate personnel in their unit.



# Requesting Additional Permissions



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iAPS AWARD PROCESSING SYSTEM

Welcome:

MY HOME

CREATE AWARD

REPORTS

AWARDS BOARDS

MANAGE USERS

ARCHIVE

My Permissions

My Unit

Help

Logout

## My Details / Request New Permissions :

Name |

Unit HEADQUARTERS USMC (R/U) (M5)

Rank CAPT

Email john.housand@usmc.mil [Update](#)

Phone 703-784-0642 [Update](#)

HQMC Admin ☐

Trusted Assistant ☐

Reviewer ☐

Board Member ☐

Preparer For ☐

Awarding Authority ☐

Justification (required)

[Request Permissions](#)

Please allow up to 24 hours to process your request. After then you can contact your Unit Awards Administrator to process the request.

Users can request additional permissions or roles that are managed by their unit admins

### Current Permissions

- Unit Admin
- Endorser
- Originator

### Pending Approval

### My Unit Award Administrators

- ABDULLAH, AARON DUANE null (Phone : 703-784-9205)
- MULL, NICHOLAS WILLIAM null (Phone : 703-784-9342)
- STEPHENS, CRAIG G (Phone : 0)
- DUNAGAN, THOMAS ANDREW null (Phone : (703) 784-4343 or 4342)
- DUBBERLY, THURMAN C JR null (Phone : 703-784-4104)

### HQMC Award Administrators

- Kuchkulla, Vikram null (Phone : (703)-784-0641)
- LEONG, LIANG TIAN null (Phone : 0)
- CHEEMA, MUHAMMAD SAAD null (Phone : 0)
- MAZEWSKI, GEORGE E (Phone : 0)
- GUICE, ROBERT T (Phone : 0)



# Unit Award Administrator (UAA) Managing Users



Manpower & Reserve Affairs

iAPS AWARD PROCESSING SYSTEM

Welcome: JOHN HARRY JR HOUSAND

MY HOME CREATE AWARD REPORTS AWARDS BOARDS **MANAGE USERS** ARCHIVE My Permissions My Unit Help Logout

Users :

Page 1 of 2 Total Users : 35  
Next >

SNO	NAME	SSN	ROLES	UNIT	RANK	TITLE	PHONE
1	<a href="#">ABDULLAH, AARON DUANE</a>		E O R U	HEADQUART...	MAJ	Branch Head MIT	703-784-9205
2	<a href="#">ARMOUR, JOHN</a>		B E O U	HEADQUART...			0
3	<a href="#">BICKNELL, JOHN WILLIAMS JR</a>		B E O R U	HEADQUART...			0
4	<a href="#">BRADY, TERRANCE</a>		B E O U	HEADQUART...			808 477-8415
5	<a href="#">CASTLEBERRY, JAMES</a>		B E O R U	HEADQUART...			0
6	<a href="#">CIESLA, JACK</a>		B E O R U	HEADQUART...			0
7	<a href="#">CUSTER, KENNETH</a>		B E O R U	HEADQUART...			0
8	<a href="#">DOWLING, MICHAEL</a>		U	HEADQUART...	CAPT		(760)725-7566
9	<a href="#">DOWNEY, GARY</a>		B E O R U	HEADQUART...	CWO5	TITLE	0
10	<a href="#">DUBBERLY, THURMAN C JR</a>		B E H O P R U	HEADQUART...	CIV	Deputy, MIT Branch	703-784-4104
11	<a href="#">DUNAGAN, THOMAS ANDREW</a>		A B E H O P R T U	HEADQUART...	PFC	Awards Clerk	(703) 784-4343 or 4742
12	<a href="#">FOSTER, TIMOTHY SCOTT</a>		B E O R U	HEADQUART...	COL	TITLE	0
13	<a href="#">FREUND, LEE WILLIS</a>		E O T	HEADQUART...	CIV	Head, MMMA	
14	<a href="#">FUENTES, JOHN VENANCIO</a>		A B E H O R U	HEADQUART...	CPL	Cpl	
15	<a href="#">HAIRSTON, REGINALD</a>		B E O R U	HEADQUART...	LTCOL	TITLE	
16	<a href="#">HOUSAND, JOHN HARRY JR</a>		E O U	HEADQUART...	CAPT	Head, Application Development Section	
17	<a href="#">JOHNSON, KIM</a>		B E O R U	HEADQUART...	LTCOL	AC/S G-1	0
18	<a href="#">KOWALSKI, ANDREW</a>		B E O R U	HEADQUART...	COL	TITLE	0
19	<a href="#">Kuchkulla, Vikram</a>		A B E H O R U	HEADQUART...	CIV	testq	(703)-784-0641

Complete list of users for each unit that shows their permissions. Each can be modified by a local Unit Award Administrator

## Filter Users

SSN:

Lname:

Fname:

MI:

UIC:

Role:

Submit

Reset

## Alerts

- View Pending Users
- View Awarding Authorities

## Prior Users Viewed

- HOUSAND, JOHN HARRY JR
- ABDULLAH, AARON DUANE
- COLLINS, KENNETH H
- FREUND, LEE WILLIS
- LEONG, LIANG TIAN

Alert notification for pending requests to modify permissions.



# What to Expect the First Time You Login

Manpower & Reserve Affairs

iAPS AWARD PROCESSING SYSTEM

Welcome: [Redacted]

- MY HOME
- CREATE AWARD
- REPORTS
- AWARDS BOARDS
- MANAGE USERS
- ARCHIVE

- My Permissions
- My Unit
- Help
- Logout

## Change Title and Unit

Title

Unit Identifier HEADQUARTERS USMC (R/U) M54000 [Change Unit](#)

### IMPORTANT:

If you change your unit information, you will immediately lose all iAPS privileges associated with your current unit. You will be promoted to the role of your new Unit Awards Administrator. However, if you are a commissioned officer you will automatically be granted Originator privileges.

[Submit](#)

**Users must find their assigned unit and request the appropriate permissions (Unit and permissions can be changed by user or admins at any time)**

Find Unit - Microsoft Internet Explorer provided by NMCI

### Find Unit

Please use the section below to search for your unit. You can locate a unit by entering any one or multiple search criteria. For a complete list of available units click on the "Search" button without entering any search criteria.

Note: To find Headquarters Marine Corps (HQMC), search for UIC M54000.

**Search for Unit**

UIC  MCC  RUC  Unit Name  [SEARCH](#) [CLOSE](#)

Click on the radio button from the list below for the appropriate unit and then click on the "Select" button.

[Select](#)

Search Results					
	UIC	MCC	RUC	UNIT NAME	LOCATION
<input type="radio"/>	M11110	V11	11110	1/1 1ST MARDIV (R/U)	CAMP PENDLETON CA
<input type="radio"/>	M11110	V11	11110	1/1 1ST MARDIV (R/U)	CAMP PENDLETON CA



# Timeline for Fielding iAPS

- **NLT 15 Jan 08:** M&RA releases iAPS fielding MARADMIN along with detailed "iAPS Introduction" brief on MMMA webpage
- **NLT 15 Feb 08:** Commands identify Unit Award Administrators to MMMA-2
- **NLT 29 Feb 08:** Unit Award Administrators identify Award Approval Authorities to MMMA-2 and assign User Permissions for their unit
- **NLT 29 Feb 08:** MMMA-2 approves requested Approval Authority permissions submitted by Unit Award Administrators
- **NLT 29 Feb 08:** Unit Award Administrators ensure all iAPS users have reviewed "iAPS Introduction" brief on MMMA webpage
- **1 Mar 08:** Entire Marine Corps shifts to iAPS for originating all new awards
- **1 Mar 09 (approx):** Legacy APS remains operational for approx 1 year for endorsing and approving awards submitted in APS prior to 1 Mar 08



# Link & Contact Information

- The link to iAPS is: [www.manpower.usmc.mil/iaps](http://www.manpower.usmc.mil/iaps)
- For questions or comments about the system contact

1stLt Nick Mull  
Personal Awards Section Head, MMMA-2, M&RA  
703-784-9342/3 (DSN 278-)